



Enroll As Individual Provider-Rendering/Servicing Only Quick Reference

Business Rules





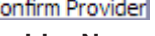



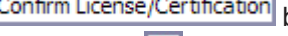


- o All Applications must be completed and submitted for **State Review** within **30 calendar days** of the original start date or they will be deleted.
- o Within the application, the required fields are marked with an asterisk (*).
- o When using the **Filter By** feature, the percent sign (%) acts as a wildcard. It can be used in conjunction with search criteria or by itself.
- o Enter the **Start** and **End Dates** using the **mm/dd/yyyy** format.
- o Contact the **CHAMPS Hotline** at **1-888-643-2408** or CHAMPS@michigan.gov for expert assistance.

Steps to Modify an existing Enrollment Application prior to it being submitted to the State:


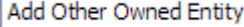
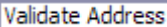



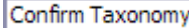



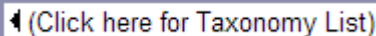
1. Access **CHAMPS** using **Single Sign-On (SSO)**
2. Follow **CHAMPS** login screen prompts
3. Click the **Provider** tab
4. Click **Provider Enrollment** hyperlink
5. Click **Track Application** hyperlink
6. Enter **Application ID** (14-digit number)
7. Click the **Submit** button

Action	Enroll As Individual Provider Rendering/Servicing Only - Login	Notes
Login to CHAMPS	<ol style="list-style-type: none"> 1. Access CHAMPS using SSO 2. Follow CHAMPS login screen prompts 	<ul style="list-style-type: none"> • Must apply for access to CHAMPS System.
Action	Enroll As Individual Provider Rendering/Servicing Only – Select Provider Type	Notes
Select Provider Type	<ol style="list-style-type: none"> 1. Click the Provider tab 2. Click the Provider Enrollment hyperlink 3. Click the New Enrollment hyperlink 4. Select the Individual/Sole Proprietor radio button 5. Click the Submit <input type="button" value="Submit"/> 6. Select Rendering/Servicing Only as Applicant Type 7. Complete the required and desired optional fields 8. Click Confirm <input type="button" value="Confirm"/> 9. Click Finish <input type="button" value="Finish"/> 10. Make note of your Application ID 11. Click the OK <input type="button" value="OK"/> button and the Individual/ Rendering/ Servicing Only Enrollment Business Process Wizard displays with the Status of Add Basic Information Step 1 as Complete 	<ul style="list-style-type: none"> • The Provider Menu page displays. • The Provider Enrollment Menu page displays. • The Select Enrollment Type page displays. • Clicking the Submit button causes the Add Basic Information page to display. <p>After clicking the Finish button, the Issue Application ID page displays with the Application ID number. Your Application ID is required to track the status of your application.</p> <ul style="list-style-type: none"> • The Application Number is a 14-digit number that has the following components: <ul style="list-style-type: none"> • The System Date, represented as yyyymmdd • A 6-digit system-generated number • An example of an application number is: 20071007163755 • To modify Basic Information, click the Step 1: Provider Basic Information hyperlink from the Business Process Wizard.




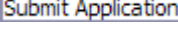




Action	Enroll As Individual Provider Rendering/Service Only – Step 2: Add Specialties (Required)	Notes
Step 2: Add Specialties	<ol style="list-style-type: none"> 1. Click the Add Specialties hyperlink from the Business Process Wizard 2. Click the Add  button 3. Complete required fields and any desired optional fields 4. Click the OK  button. Repeat steps 2 – 4 for each additional Specialty. 5. Click the Close  button 	<ul style="list-style-type: none"> • The Specialty List for Enrollment page displays. • Once a Specialty is selected, the page refreshes with the available Subspecialties for the chosen Specialty. • To modify Specialties, click the Step 2: Specialties hyperlink from the Business Process Wizard.
Action	Enroll As Individual Provider Rendering/Service Only – Step 3: Associate Billing Provider (Required)	Notes
Step 3: Associate Billing Provider	<ol style="list-style-type: none"> 1. Click the Associate Billing Provider hyperlink from the Business Process Wizard. 2. Click the Add  button 3. In the NPI field, enter the Provider's NPI number 4. Click on the Confirm Provider  button. The page will refresh with the Provider Name populated 5. Complete required and any desired optional fields 6. Click the OK  button. Repeat steps 2 – 6 for each additional Billing Provider. 7. Click the Close  button 	<ul style="list-style-type: none"> • The Billing Provider List for Enrollment page displays. • To modify a Billing Provider, click the Step 3: Associate Billing Provider hyperlink from the Business Process Wizard.
Action	Enroll As Individual Provider Rendering/Service Only – Step 4: Add Licenses and Certifications (Optional)	Notes
Step 4: Add Licenses and Certifications	<ol style="list-style-type: none"> 1. Click the Add Licenses/Certification Details hyperlink 2. Click the Add  button 3. Complete the required and desired optional fields 4. Click Confirm License/Certification  button. 5. Click the OK  button. Repeat steps 2 – 5 for each additional License/Certification. 6. Click the Close  button 	<ul style="list-style-type: none"> • The Provider License/Certification List for Enrollment page displays. • The Valid Flag is set to Yes or No when the license is validated against the file. • To modify Licenses/Certification, click the Step 4: Licenses/Certification Details hyperlink from the Business Process Wizard.



Action	Enroll As Individual Provider Rendering/Servicing Only – Step 5: Add Ownership Details (Optional)	Notes
Step 5: Add Ownership Details	<ol style="list-style-type: none"> 1. Click the Add Ownership Information hyperlink from the Business Process Wizard 2. Click the Add  button 3. Click the Add Other Owned Entity  button 4. Enter Address Line 1 and Zip Code fields 5. Click Validate Address  button 6. Complete required and any desired optional fields 7. Click the OK  button. Repeat steps 2 – 7 for each additional Other Owned Entity 8. Click the Close  button 	<ul style="list-style-type: none"> • The Provider Ownership List for Enrollment page displays. • Ownership information is only required if the Provider owns more than 5 percent interest in other entity reimbursable by Medicaid/Medicare. • Validate Address button validates specified address information, pre-populates City/Town, State/Province, County and Country. A message displays Address Validated and the address is standardized. • To modify Ownership, click the Step 5: Ownership Details hyperlink from the Business Process Wizard.
Action	Enroll As Individual Provider Rendering/Servicing Only – Step 6: Add Taxonomy Details (Required)	Notes
Step 6: Add Taxonomy Details	<ol style="list-style-type: none"> 1. Click the Add Taxonomy Details hyperlink from the Business Process Wizard 2. Click the Add  button 3. Enter the Taxonomy Code 4. Click the Confirm Taxonomy  button. The Taxonomy Code is validated and the page refreshed with the Description field populated. 5. Complete required and any desired optional fields 6. Click the OK  button. Repeat steps 2 – 6 for each additional Taxonomy Code 7. Click the Close  button 	<ul style="list-style-type: none"> • The Provider Taxonomy List for Enrollment page displays. • At least one Taxonomy Code must be added. • Taxonomy Codes are Alpha numeric and always in upper case. • To view a list of available Taxonomy Codes, click the  on the  hyperlink. • To modify Taxonomy Codes, click the Step 6: Taxonomy Details hyperlink from the Business Process Wizard.



Action	Enroll As Individual Provider Rendering/Serviceing Only – Step 7: Complete Enrollment Checklist (Required)	Notes
Step 7: Complete Enrollment Checklist	<ol style="list-style-type: none"> 1. Click the Complete Enrollment Checklist hyperlink from the Business Process Wizard 2. Answer each question by selecting appropriate answer from the Answer drop-down list 3. Add comments in Comments section if required 4. Click the Save  button 5. Click the Close  button 	<ul style="list-style-type: none"> • The Complete Provider Checklist for Enrollment page displays. • The selected Enrollment Type determines which Checklist questions are displayed. • Answers to the questions determine if a Comment is Required • To modify the Enrollment Checklist, click the Step 7: Complete Enrollment Checklist hyperlink from the Business Process Wizard.
Action	Enroll As Individual Provider Rendering/Serviceing Only – Step 8: Submit Enrollment Application for Approval (Required)	Notes
Step 8: Submit Enrollment Application for Approval	<ol style="list-style-type: none"> 1. Click the Submit Enrollment Application for Approval hyperlink from the Business Process Wizard 2. Click the Next  button 3. Select the Checkbox (...I certify and accept...) 4. Click the Submit Application  button 5. Click the OK  button. The screen returns to the Business Process Wizard screen. The Status of the application changes from “In-Process” to “In-Review” 6. Click the Close  button 	<ul style="list-style-type: none"> • The Submit Enrollment Application for Approval page displays. • After the application is submitted for approval, Providers cannot change enrollment information until the application has been approved. • To modify the Submit Enrollment Application for Approval that has not been submitted yet, click the Step 8: Submit Enrollment Application for Approval hyperlink from the Business Process Wizard.